



OFFICE OF SPECIAL EVENTS
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www.austintexas.gov/parks/specialevents.htm

Tips for a Successful Event

1. **Plan** ahead, book a site, confirm (pay) for your reservation.
2. **Provide Details.** The more we know, the better service we can provide you.
 - a. Sound Permit? Moonwalk? Are you bringing tents?
3. Remember you are in an **outdoor setting**.
 - a. Pack bug spray, sun screen, special medicines, wear layered clothing when necessary, bring creature comfort items (handy wipes)
4. **Allow enough time for setup and takedown.** The reservation time you provided INCLUDES your set up and take down time.
5. **Protect** the environment, animals and landscape. Use recyclable products.
6. **Clean** up after yourself. Keep your park clean and green.

Sample Pack List

- | | | | |
|--|---|---|-------------------------------------|
| <input type="checkbox"/> bug spray | <input type="checkbox"/> sun screen | <input type="checkbox"/> layered clothing | <input type="checkbox"/> food/ice |
| <input type="checkbox"/> wipes/ towels | <input type="checkbox"/> extra trash bags | <input type="checkbox"/> blankets/umbrellas | <input type="checkbox"/> cell phone |
| <input type="checkbox"/> personal medicines (allergy?) | <input type="checkbox"/> _____ | | |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | | |

QUESTIONS?
CALL (512) 974-6797

Plan, Share, Enjoy!